



*"Service with Integrity
& Excellence"*

Arkansas Department of Community Correction

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**ADMINISTRATIVE DIRECTIVE: 01-07 EQUAL EMPLOYMENT OPPORTUNITY
AND AFFIRMATIVE ACTION
PROGRAM**

TO: DEPARTMENT OF COMMUNITY PUNISHMENT (DCP) EMPLOYEES

FROM: G. DAVID GUNTARP, DIRECTOR

SUPERSEDES: NONE

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APPROVED: Signature on File

EFFECTIVE: FEBRUARY 28, 2001

- I. APPLICABILITY.** This policy applies to Department of Community Punishment (DCP) employees.
- II. POLICY.** The DCP is an equal opportunity employer providing equal employment opportunities without regard to race, creed, color, gender, religion, age, national origin, disability or other biases prohibited by State or federal law. This commitment is supported by practical good faith efforts to implement and maintain a policy and practice of employing minority group members, women, and members of other protected classes, on a non-discriminatory basis. This policy and practice relates to all phases of employment, including, but not limited to recruiting, hiring, placement, promotion, transfer, layoff, recall, termination, rates of pay or other forms of compensation, training, use of all facilities and participation in all DCP-sponsored employee activities and programs. The DCP desires to employ individuals who are dependable, sincerely interested in serving the mission of the Department, and who can handle agency matters in a professional manner. DCP will comply with the non-discrimination provisions of all applicable State and federal regulations and all personnel actions will be carried out on a non-discriminatory basis. (3-ACRS-1C-04)
- III. GUIDELINES.**
 - A. Information Dissemination.** Supervisors and managers are responsible for implementing and administering this policy, applying these principles in good faith for meaningful progress in the employment of minorities, women and members of other protected classes. Following are some ways in which the DCP Equal Employment Opportunity (EEO) policy statement above will be communicated:
 1. The above policy statement will be referenced in all issues or reissues of employee handbooks, personnel manuals, recruiting brochures, annual reports and similar literature.

2. Management will review and discuss the agency policy statement at least annually at management team and staff meetings. Changes will be made and communicated as appropriate.
3. The EEO/Affirmative Action Program policy will be emphasized in the new employee orientation program to maximize the agency's ability to utilize employee talents and facilitate merit advancements.
4. Women and minorities will be included in special articles/reports and items of interest, as requested, and annual reports.
5. Information will be made accessible to applicants, key members of business, educational and community organizations and institutions through the following means:
 - a. Contacting regular recruitment sources in writing at least annually and including a copy of the DCP policy statement, declaration of interest in interviewing and hiring members of previously under-represented groups.
 - b. Establishing and maintaining contact with employee referral sources that have special access to women and minority groups.
 - c. Notifying vendors and suppliers and requesting appropriate support and action on their parts.
6. All employment advertisements will contain assurance of equal employment opportunity.
7. All DCP employment and recruiting sources will be provided a copy of the DCP policy statement.
8. All job openings will be posted, in such places as bulletin boards in locations where applicants apply for jobs, and on the Arkansas Government Jobs Web Site at <http://www.arstatejobs.com> and the DCP Web Page (www.dcp.state.ar.us).

B. Implementing and Administering the EEO Program/Affirmative Action Plan.

1. The Human Resources Section Administrator (HRSA) has primary responsibility for facilitating the implementation and maintenance of this program, rendering full assistance in taking affirmative action, as appropriate.
2. The HRSA will confer with and assist supervisors in understanding and meeting EEO/Affirmative Action Program responsibilities.

3. Special attention will be given to recruiting efforts for positions that are difficult to fill and/or have an under representation of minorities and women. Requests will be made to each recruiting source to lend a special effort in the recruiting and referral of members of the under represented group.
 4. Increased emphasis will be given to seeking and encouraging applicants from minority groups where such applicants with the necessary qualifications or potentials are available. All organizations assisting the DCP in obtaining employees and other concerned groups will be notified of the adoption of this affirmative action program.
 5. Supervisors will be encouraged to employ qualified minority group individuals in available positions.
 6. Supervisors will advise staff of increased interest in qualified members of minority groups for job assignments where they have not been employed previously.
 7. Supervisors will ensure minority group employees receive equal consideration whenever promotional or incentive opportunities occur.
- C. Training.** All training programs supported or sponsored by the DCP will continue to be open to all employees, as appropriate, on the basis of qualifications, job relatedness and other non-discriminatory reasons. Such employees who appear to have management potential will be encouraged to seek advancement into supervisory or other management positions.
- D. Hiring, Placement, Transfer, Promotion, Lay-off, Recall, Retention, Termination.** The DCP recognizes that to accomplish the long-range objectives of this EEO/Affirmative Action Program, action must be taken to ensure that job opportunities of all kinds are made available to members of minority groups and communities and that qualified members of minority groups should be offered positions on the same basis as all other applicants or employees. To assure achievement, employment practices will be reviewed periodically with top management by the HRSA.
- E. Compensation.** All employees will receive compensation in accordance with the same standards. Opportunities for performing overtime work or otherwise earning increased compensation, when available, will be afforded to all qualified employees.
- F. Reporting.** To provide a system for reporting and monitoring agency status with regard to this policy, the HRSA will provide the following to the Management Team on a quarterly basis:

1. Progress attained to assure that minorities and women are included in the DCP work force at all levels of representation in the labor force from which one can be reasonably expected to recruit.
 2. Progress toward recruiting, persons hired and terminated during the report period and the composition of the current work force.
 3. Placements, transfers, promotions and terminations at all levels to ensure non-discriminatory practices.
 4. Specific suggestions for remedial action to assure compliance with the DCP goals and objectives.
 5. Recommendations for improvement in unsatisfactory areas of performance after a review is held with the supervisor.
 6. Important developments relative to EEO/Affirmative Action programs.
- G. Liaison.** The HRSA will serve as liaison to enforcement agencies and minority, women and community organizations that are concerned with equal employment opportunity.